

Minutes of the
Mid-Wisconsin Federated Library System
Board of Trustees Meeting
Tuesday, November 27, 2012

The regular meeting of the MWFLS Board of Trustees was called to order at 6:02 p.m. at Mid Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin. Ruth Schmitt presiding. Ruth Schmitt welcomed Trustees, Staff, and Librarians.

ROLL CALL

MEMBERS PRESENT: Deborah Bissonnette, Jane Colwin, Polly Edgar, Helen Heinrich, Paul Marose, Gary Morgenstern, Dwayne Morris, Janet Negus, Douglas Rakowski, Ruth Schmitt, Beverly Schroeder, Juanita Schultz, Dan Stoffel, Alice Ventura.

MEMBERS ABSENT:

MEMBERS EXCUSED: J. Loren Gray

OTHERS PRESENT: Sue Cantrell, System Director; Peg Checkai, Director of Watertown; Michael Gelhausen, Hartford; Candy Graulich, Hustisford; Jackie Jacak, MWFLS Business Manager; Connie Meyer, Fort Atkinson; Gerard Saylor, Lake Mills.

CORRESPONDENCE & APPEARANCES

- Cheryl Becker, Consultant, October Search & Screen Committee Report
- Newspaper Article on Sue Cantrell, System Director
- Trustee Tale Newsletter, November 2012 Issue

PUBLIC COMMENT

No public comment was made.

MINUTES

A motion was made by Jane Colwin and Polly Edgar to approve the September 25, 2012 minutes. Motion carried by voice vote, all in favor.

FINANCIAL REPORTS

A motion was made by Dan Stoffel and seconded by Paul Marose to approve payment of September/October Computer Checks in the amount of \$112,849.14 and Manual Checks in the amount of \$571.72, System Director requested reimbursement for \$78.37, for a total of \$113,499.23. Motion carried by roll call vote, all in favor.

A motion was made by Dan Stoffel and seconded by Jane Colwin to approve payment of Cheryl Becker, Consultant, for the month of September 18 - October 23, for 9 hours, for a total of \$540.00. Motion carried by roll call vote, all in favor.

OPERATIONS REPORT

Director's Report

1. Lakeshores (LLS) has approached MWFLS to pay a half of the inter system delivery between the two systems. This item will be discussed further under New Business.
2. Sue is hoping to have an ad out by the end of the year to fill the technology position vacancy.
3. Sue has agreed to serve on the SRLAAW subcommittee discussing how public library systems can remain effective in meeting member library needs into the future including the possibility of reconfiguring systems.
4. At the November Director's Council meeting, one of the agenda items discussed was the idea of the System maintaining a pool of substitute library staff. This item will also be discussed further under New Business.

Director's Council ~ No further information was provided.

Joint Personnel Committee/Executive Meeting ~ Deb Bissonnette, noted there was a joint committee October 30, 2012 to approve the Personnel handbook. The committee postponed approving the handbook, until additional changes could be made.

Personnel Committee ~ The committee met prior to the November 27, 2012 meeting. After reviewing the handbook, a motion was made to approve the handbook and present to the full board.

NEW BUSINESS

Lakeshores Termination of Shared Position of System Services Technician

As of December 3, 2012 MWFLS/LLS will no longer be sharing the System Services Technician position. Lakeshores Library System (LLS) terminated the contract for various reasons: one being Jim Novy was spending too much time on the road and not being able to work on various projects within LLS. LLS will be charging MWFLS \$85.00/hour plus mileage for any tech support needed. If the item is SHARE related, the cost will be split at the 60/40% ratio as in the past.

Several of the board members felt termination of this contract was not in the best interest of SHARE as a whole. The board would like MWFLS to monitor these charges very closely and keep track of time if possible. Both Jim and Steve will have to be hired for annual report data that is used yearly. Sue is estimating cost to be about \$1,000.00.

The Personnel Committee will work as quickly as possible with Sue in hiring a new technology person at MWFLS.

Automation Services Librarian Vacancy

The Personnel Committee met prior to the meeting and discussed qualities they would like to see in this position. Some qualities discussed; someone with Jim Novy's knowledge, has a high level of technical knowledge, can work well with others at all levels, be self-sufficient.

Sue will work on the job description and ad and try to have the ad placed by the end of December.

Approve Employee Handbook

It was moved by Deb Bissonnette and seconded by Doug Rakowski that the MWFLS Board of Trustees adopt the MWFLS Employee Handbook as presented in the November 27, 2012 System Board packet. Motion carried by voice vote, all in favor.

System Pool of Substitute Library Support Staff

The System was asked if they could manage a pool of substitute library staff to help during extended illnesses, maternity leaves, etc. This board questioned if there would be some long term implications by handling such a program, such as unemployment, liability issues, managing of payroll, etc. The board felt at this time they would need more information before a decision could be made.

Recommendation from 10/11/12 Director's Council Meeting in Regard to Paying Half of Lakeshores Steve's Delivery Cost ~ \$6,900.00

Doug Rakowski met with Steve's Delivery to review and get a better understanding of how delivery works in MWFLS and between the two systems. After meeting with Steve, he felt paying this portion of delivery was not an equitable idea for MWFLS. MWFLS also shares a burden of delivery by taking on LLS items as well through intersystem delivery.

Sue Cantrell noted that maybe the two Systems could come to a compromise by MWFLS paying from our most southern library ~ Palmyra, to LLS most northern library, East Troy. This doesn't mean this is where Steve would deliver; these two locations would be used to calculate the shared delivery cost.

Doug noted that the 2013 budget does not include \$6,900.00 that the Director's Council committee is recommending the System pay. Deb Bissonnette questioned what the urgency to this matter is and why it has to be paid "now". Sue noted, LLS has these delivery costs calculated into their 2013 budget.

Several board members expressed concern, stating they feel the business arrangements between LLS and MWFLS have become difficult. Several members felt maybe the System should analyze if SHARE should be dissolved. Librarians present would not like to see this happen. They expressed even though the working relationship between the two systems has become difficult, the patrons love the end product, SHARE. Sue would like to review and negotiate a new SHARE contract with LLS. She is recommending postponing payment until a new SHARE agreement is reached between the two systems.

It was moved by Dan Stoffel and seconded by Dwayne Morris to table this issue. Motion carried by voice vote, all in favor.

2013 MWFLS Board Meeting Schedule, Bi-Monthly or Monthly

The board would like to go back to meeting bi-monthly. If a meeting is needed in the off months, one can be called. Sue will e-mail monthly memos in the months the board does not meet to keep them informed.

It was moved by Jane Colwin and seconded by Doug Rakowski that the MWFLS Board of trustees meet bi-monthly in the year 2013. Motion carried by voice vote, all in favor.
Appoint 2013 Nominating Committee

The following members were appointed: Juanita Schultz, Bev Schroeder, and Gary Morgenstern.

Recognition of MWFLS Trustee, Alice Ventura, Retirement

Alice has served on the MWFLS board since 1998. The board expressed their gratitude and thanks.

ADOPT NEXT MEETING DATE & ADJOURNMENT

Next meeting will be Tuesday, January 29, 2013 at 6:00p.m at Mid Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

It was moved by Deb Bissonnette and seconded by Doug Rakowski to adjourn the meeting. Ruth Schmitt, Board President, adjourned the meeting at 7:58 p.m.

Respectfully Submitted,
Jackie Jacak, Recording Secretary